



**TOWN OF MIAMILAKES  
MEMORANDUM**

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To: Alex Rey, Town Manager

From: Gary Fabrikant, Procurement Manager 

Subject: RFLI No. 2013-05, Park Reservation Software, 1<sup>st</sup> Phase, Evaluation Committee Meeting

Date: December 11, 2012

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The Town received five (5) responses to the above referenced solicitation from:

- Active Network Response
- Administrative Software Applications, Inc.
- Cogran Systems, Inc.
- eTrak Plus
- Unlocked Media LLC

The Submittal from Unlocked Media LLC was received the day after the deadline and was therefore deemed non-responsive.

The Evaluation Committee ("Committee") met on November 19, 2012 to review the Submittal received in response to the above referenced solicitation. The purpose of this meeting was to develop a shortlist of no more than three (3) firms to continue with the 2<sup>nd</sup> phase of the RFLI.

The Committee has recommended the shortlisting of the firms listed below to be included in the 2<sup>nd</sup> phase of the solicitation. Active Network was not selected by the Committee based on Committee members' personal experience with the company as well as input received from other public entities.

Selected Firms include:

- Administrative Software Applications, Inc.
- Cogran Systems, Inc.
- eTrak Plus

To continue with the 2<sup>nd</sup> phase the Committee agreed to provide Procurement with a list of questions or issues the Committee would like to have addressed as part of the 2<sup>nd</sup> phase, in addition to a web presentation from each firm.

Concur: \_\_\_\_\_ Returned for Reconsideration: \_\_\_\_\_

C: Amber Riviere, Director, Budget & Administration